



U.S. General Services Administration

Federal Acquisition Service

Login & Homepage

GSA Training Module

Login & Homepage Training Module

Overview

Description: This training module will take you step-by-step through the login process and the GSA user homepage in the Regional Business Application (RBA) IT-Solutions Shop (ITSS) component.

Navigation: If the tutorial opens up in your web browser, simply click your mouse or your space bar to advance to the next slide. Use the “Backspace” key to go back. If the tutorial opens in the PowerPoint application, click on “F5” to view the tutorial. Use the spacebar or click your mouse to advance to the next slide. To go back, click on the “Backspace” key.

Login & Homepage Glossary

Term	Definition
Locked	A state of the user's account where the user is unable to login to the system. Accounts that are locked must be unlocked by the RBA Registration Desk.
Session	Period of time between when the user logged into the system and logged out.
Terms	<p>The terms of the system that the user must accept in order to login:</p> <p>***** WARNING *****</p> <p><i>This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.</i></p> <p>***** WARNING *****</p>
Username	A unique username assigned during the user registration process. Usernames are used to identify the user during login and authorize roles within the system. Usernames may or may not contain the user's middle initial.

Enter your unique username and password
as assigned during the registration process

Click *Forgot Password* to get a
temporary password emailed to you

GSA IT-Solutions Shop

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Username Password

[New User Registration](#) [Forgot Password?](#)

***** WARNING *****
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☐ I agree to the above terms

[Login](#)

Welcome to the IT Solutions Shop
IT-Solutions Shop (ITSS) is an online, web-based purchase order system designed to facilitate the development of delivery and purchase orders within FAS programs. ITSS provides convenient access to a centralized work environment where orders are submitted, processed, and awarded.

System Announcements
Last updated: 10/08/2010 10:52:38 AM

Need Assistance?
Technical Support
Call: (877) 243-2889 (option 1)
Registration
Call: (877) 243-2889 (option 2)
[Create a Feedback](#)

Video Tutorials for GWAC Ordering Contracting Officers click [here](#).
Important information regarding session expirations and popup blockers can be found [here](#).

Directory
Registration : [Client](#), [Contractor](#), [GSA](#), [Registering for Clients or Contractors](#)
IT-Solutions : [Overview](#), [Web site](#), [Browser Requirements](#), [Firewall issues](#), [Help Lite - Vendors](#), [Help Lite - Clients](#)
GSA Information : [About GSA](#), [GSA Regions](#), [Public Building Svc](#)
Program Information : [Office of IT-Solutions](#), [GSA - GWACs](#), [FAS](#), [CONNECTIONS](#), [FEDSIM](#), [Agency-wide Interagency Agreement](#)

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IT-Solutions Shop

WELCOME

If you forgot your password and it is still valid, please fill out the following information to have a temporary password e-mailed to you.

This temporary password is only valid for three days from receiving. Upon login with the temporary password, you will be prompted to change your password. If you do not log in with the temporary password within three days, you will need to contact the ITSS Registration desk to unlock your account.

Enter your first name, middle initial and last name.



All Fields marked with  are required

First Name: 

Middle Initial:

(if you are using one)

Last Name: 

Submit

Close

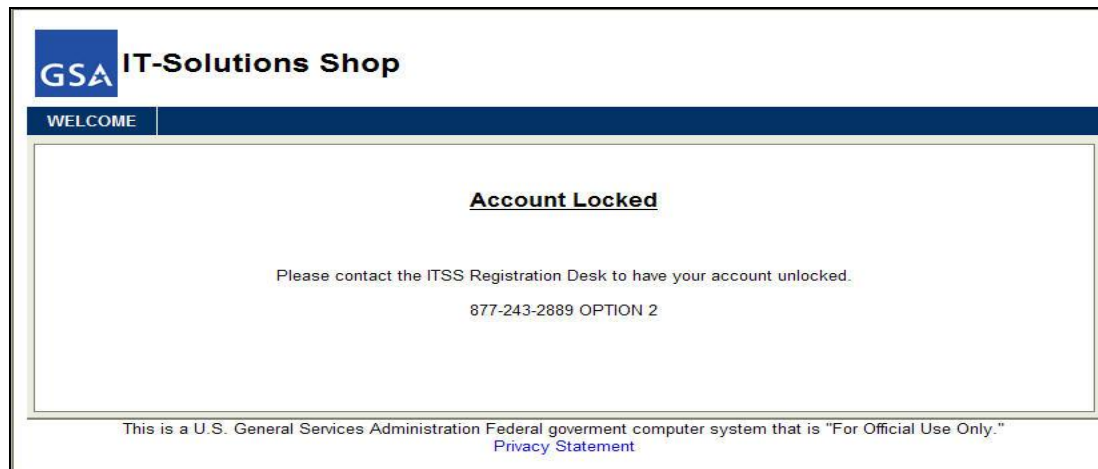
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Enter your username exactly as you are registered and click *Submit*.
The system will email you a temporary password and force you to change your password.

Federal Acquisition Service

Account Lockout

- After four consecutive failed login attempts, the system will lock the user's account
- Users must contact the RBA Registration Desk to unlock the account





Federal Acquisition Service

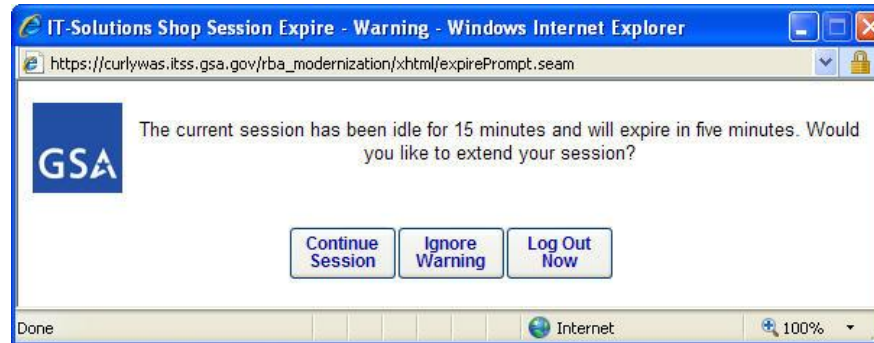
Password Policy

- Passwords expire every 60 days
 - For security purposes users are required to change their password every 60 days
- Passwords must:
 - Contain at least twelve characters
 - Contain at least 3 of the following 4 character varieties:
 - Upper Case Letter
 - Lower Case Letter
 - Number
 - Special Character
 - Differ from the previous ten passwords for that user

Federal Acquisition Service

Session Expiration

- If a user's session is inactive (aka idle) for 15 minutes then the system will prompt the user:




- If a user's session is inactive for 20 minutes then the system will automatically log out the user for security purposes



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Session Expiration Confirmation

**IT-Solutions Shop**

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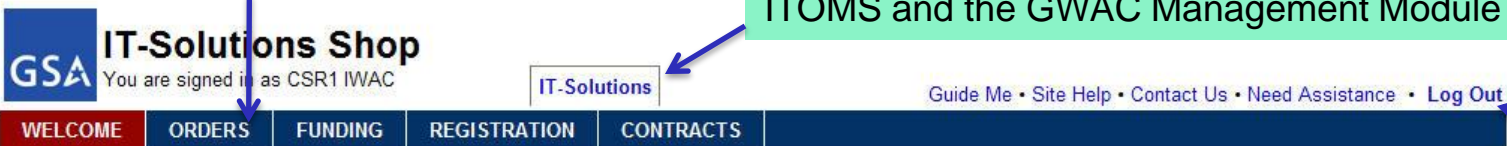
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[Create a Feedback](#)

Session Expiration Confirmation
Your ITSS session has been terminated due to inactivity
Your secure online session is now closed.
Thank you for using IT-Solutions Shop.
For your security, we recommend closing your browser after each session.
If you would like to continue using ITSS, logon to begin a new online session.
Log in to your account

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Navigation bar displays tabs for users to jump to different functionality

Application tabs allow authorized users to access ITOMS and the GWAC Management Module



Log Out link is always displayed in the upper right corner

Need Assistance?

Technical Support

Call: (877) 243-2889 (option 1)
Email: HelpDesk@gsarba.com

Registration

Call: (877) 243-2889 (option 2)
Fax: (858) 509-8842
Email: ITSSRegDesk@gsarba.com

[Create a Feedback](#)

Directory

Registration : Client, Contractor, GSA, Registering for Clients or Contractors
IT-Solutions : Overview, Web site, GSA, Browser Requirements, Firewall issues, Help Lite - Vendors, Help Lite - Clients
GSA Information : About GSA, GSA Regions, Public Building Svc, Federal Acquisition Service
Program Information : Assisted Acquisition Service, GSA - GWACS, Office of Integrated Technology Services, Agency-wide Interagency Agreement

[RBA Tools Distribution](#)

ITSS Quick Links



Create New Order



View Orders by Order ID



View Orders by Act Number



View Funding Documents



Go to Legacy

Go to a Specific Order in Integrated:

Quick links are shortcuts to common functions

Action Items

<<-- View Action Items -->>

Quick View: 1 of 1 Action Items by Order ID for CSR1 IWAC

- [NS091048 Action Memo due 2010-09-24 for CSR1 IWAC](#)

Click on an action item link or view to take action on a task assigned specifically to you

System Announcements

Last Updated: Feb 11, 2010 10:45:56 AM

- Video Tutorials for GWAC Contractors click [Here](#).

Video Tutorials for GWAC Ordering Contracting Officers click [here](#).

This is a U.S. General Services Administration Federal government computer system that is "For Official Use Only." - [Mar 23, 2009 8:49:56 AM](#)

GSA Announcements

Last Updated: Feb 10, 2010 11:50:08 AM

- Invoice Processing FAQs - [Mar 16, 2009 11:56:33 AM](#)
- Invoice Matching Help Guide - [Mar 16, 2009 11:56:41 AM](#)
- ITSS New User Registration Info - [Mar 16, 2009 11:56:50 AM](#)
- ITOMS Help - [Mar 16, 2009 11:57:01 AM](#)

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Questions & Support

- For questions regarding Registration or the Login & Homepage training module please contact RBA Technical Support:
 - Phone: (877) 243-2889
 - Email: helpdesk@gsarba.com

